



Cities and Towns Retention Schedule (CT)  
Indiana Commission on Public Records – County Records Management

DATE APPROVED BY THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS:  January 21, 2015	DIRECTOR/STATE ARCHIVIST, INDIANA COMMISSION ON PUBLIC RECORDS  <i>SIGNATURE</i>
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**Instructions:**

1. **Officials should first reference this office-specific retention schedule.** If the form/record series you're looking for is not listed, refer to the County/Local General Retention Schedule (GEN).
2. Nonpermanent records listed on this retention schedule may be destroyed, in accordance with the form's instructions, thirty (30) days after completion and submission of a [Notice of Destruction, State Form 44905](#). The notice must be sent to the secretary of the county commission of public records as determined by IC 5-15-6-1(c) (county clerk or recorder) and to the Indiana Commission on Public Records, [cty@icpr.IN.gov](mailto:cty@icpr.IN.gov), 402 West Washington Street W472, Indianapolis, IN 46204.
3. All permanent records or records **not listed** on these approved retention schedules can be destroyed or transferred only by completing a [Request for Permission to Destroy or Transfer Certain Public Records \(PR-1\), State Form 30505](#), and by obtaining approval of the County Commission of Public Records and written approval from the Indiana Commission on Public Records.
4. Destruction of all records must be delayed pursuant to an applicable legal hold.

**GUIDELINES:**

Permanent records may be maintained either in the original format or on microfilm that meets standards outlined in 60 IAC 2 or Administrative Rule 6 (Court Records).

Microfilmed records may be deposited or transferred according to the retention period outlined for that record.

Security/original rolls of microfilm must be stored offsite in a secure location. Duplicate rolls may be used in office.

Electronic records and computer printouts that include data from more than one (1) form must be retained for the longest retention period for all included forms.

Any STATE BOARD OF ACCOUNTS forms approved for use in lieu of prescribed forms are subject to the same retention requirements.

## Cities and Towns Retention Schedule (CT)

RECORD SERIES	TITLE/DESCRIPTION	RETENTION PERIOD
CT 10-1	<p>CHECK REGISTERS/WARRANT REGISTERS</p> <p>Utility Forms:</p> <p>Form 302 —Water Utility Voucher Register (short form)—Class A and B</p> <p>Form 303 (R 1986) – Water Utility Voucher Register (long form)—Class A and B</p> <p>Form 306 —Electric Utility Voucher Register (short form)— Class A and B</p> <p>Form 307 —Electric Utility Voucher Register (long form)— Class A and B</p> <p>Form 319 – Simplified Cash Journal Water Utility – Class C</p> <p>Form 323 – Simplified Cash Journal Wastewater Utility – Class C</p> <p>Form 326 – Gas Utility Cash Journal – Class C</p> <p>Form 327 – Gas Utility Simplified Cash Journal – Class D</p> <p>Form 329A—Municipal Sewage Utility Voucher Register</p> <p>Form 329B – Municipal Sewage Utility Voucher Register (long form with insert)</p> <p>Form 330 – Revenue Register – Class A and B Water and Wastewater</p> <p>Form 331 – Expense Register – Class A and B Water and Wastewater</p> <p>Form 356 – General Check</p>	<p>PERMANENT. May microfilm according to 60 IAC 2 standards. Original may be retained in office or transferred to the Indiana State Archives pursuant to IC 5-15-6-6 at such time as original record no longer has official value but has historical value. If microfilmed, original may be destroyed upon receipt of written approval from the county commission of public records and Indiana Commission on Public Records.</p>
CT 10-2	<p>BARRETT LAW/GROUP A</p> <p>Form 10 —Memo of Payments Available (use is optional)</p> <p>Form 233A —Barrett Law Receipt (Waivered Assessment)—Optional Form</p> <p>Form 234 —Notice of Waivered Delinquency</p> <p>Form 236 – Receipt for full Payment of Assessment</p> <p>Form 237 —Notice of Assessment</p> <p>Form 240 —Notice of Delinquent Non-Waivered Assessment</p>	<p>DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.</p>
CT 10-3	<p>BARRETT LAW/GROUP B</p> <p>Form 42 —Public Improvement Bond Register</p> <p>Form 43 —Primary Assessment Roll</p> <p>Form 44H —Ledger—Waivered Accounts</p> <p>Form 46 —Improvement Duplicate</p> <p>Form 232 —Journal of Barrett Law Funds</p> <p>Form 238H —Ledger of Non-Waivered Accounts</p> <p>Form 241 —Summary of Payments</p> <p>Form 242—Receipt for and Schedule of Payments of Bonds and Coupons</p>	<p>DESTROY after fifteen (15) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges</p>
CT 10-4	<p>LEDGERS AND REGISTERS</p> <p>Form 208 – Ledger of Receipts, Disbursements and Balances</p> <p>Form 209 – Ledgers of Appropriation, Encumbrances, Disbursements and Balances</p> <p>Form 53 – Bond Register [IC 5-1-15-6]</p>	<p>PERMANENT. May microfilm according to 60 IAC 2 standards. Original may be retained in office or transferred to the Indiana State Archives pursuant to IC 5-15-6-6 at such time as original record no longer has official value but has historical value. If microfilmed, original may be destroyed upon receipt of written approval from the county commission of public records and Indiana Commission on Public Records.</p>
CT 10-5	<p>PUBLIC SAFETY PENSION RECORDS</p> <p>Form 355 – Schedule of Pension and Disability Payments</p>	<p>DESTROY after three (3) calendar years and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.</p>

Adopted January 21, 2015 by the Oversight Committee on Public Records